



Open call for submission of applications to participate in “The Roof” series of events

The Bank of Cyprus Cultural Foundation, true to its mission to promote culture, is organising a series of alternative events titled “The Roof.” The series aspires to present innovative actions on the rooftop of the Foundation in Faneromeni, meant to enliven the space by offering the audience an experiential performance.

Because of the exceptional character of the series, proposals may span all forms of art such as music, theatre, dance, performing & video, exhibitions etc., the only precondition being that every proposal is a Pan-Cyprian first and will be created/modified with site-specific considerations.

Required elements for the proposal:

Each proposal must include the reference “The Roof 2021” and include:

- Personal details (name and surname of person or company; address, city, country)
- Form of spectacle (dance, music, theater, visual art etc.)
- Title and thematic concept (brief description of the event / up to 300 words)
- Project contributors (short bios)
- Indicative audiovisual material (photographs & video) in good definition
- Budget breakdown that will not exceed 2,500 euro (invoicing details and final costs for the materialisation of the event including all technical and artistic expenses – accommodation/ lighting/sound/ artists’ and personnel’s fees and VAT)
- Upon submission of the proposal, the instructions to interested parties must be taken into account (p. 2) and the “Statement by the Project Coordinator” signed (p. 7)

The deadline for submission of applications is the 16th of April 2021.

Please note:

- The performances will take place on the fourth Thursday, as follows:
22/07 and 23/09.
- The site's particularities must be taken into account prior to submitting the proposal.
- Submission of a proposal does not guarantee its inclusion in the programme
- The BOCCF pledges not to use or distribute the submitted material except for purposes of evaluation.



Πολιτιστικό Ίδρυμα
Τράπεζας Κύπρου

- Upon submission of the proposal, the instructions to interested parties must be taken into account (p. 3) and the “Statement by the Project Coordinator” signed (p. 7)

For further information and/or clarifications as well as an on-the-spot meeting, please contact Ms. Louiza P. Strouthou (email: info@cultural.bankofcyprus.com/ tel. 22128157)



GENERAL INSTRUCTIONS TO INTERESTED PARTIES

1.1 Timetable for Submission of Proposals

Proposals must be submitted by **16/04/2021 at 23:00**.

The Bank of Cyprus Cultural Foundation (BOCCF) is not obliged to review any proposal submitted late.

It is estimated that the selection process for artists/scientific team will be completed **15 (fifteen) days** after the submission of proposals.

Any application to extend the submission deadline must be made at least 2 (two) working days before the deadline, but there can be no promise of extension.

Candidates may be notified that they are required to provide further information and/or attend a meeting during the proposal evaluation period. Therefore, they must state their willingness to attend a meeting of this type

1.2 Central Contact Point–Clarifications

Any explanatory questions regarding the proposal must be forwarded to the following email: [**info@cultural.bankofcyprus.com**](mailto:info@cultural.bankofcyprus.com)

Questions must be sent at least 3 (three) days before the designated deadline for submission of proposals. Each clarification (question – answer) may, at the absolute discretion of the *BOCCF*, be communicated to the other candidates, without however revealing the source of the question.

1.3 Amendments

The *BOCCF* reserves the right to amend this OPEN CALL at any given moment before awarding the proposal. You will be officially notified of any changes in the requirements. If such changes do occur, then the deadline for the submission of the proposals will be extended, or the artists will be asked to submit supplementary proposals. The *BOCCF* reserves the right to terminate the OPEN CALL procedure at any given moment without bearing any liability or obligation against participants or third parties.

1.4 Proposal Language

Proposals may be submitted in either Greek or English.



1.5 Acceptance of Part of the Proposal

The *BOCCF* reserves the right, unless the artist/team explicitly states he/she/they is/are against it, to accept such parts or segments of an offer as the *BOCCF* deems necessary.

1.6 Contract Award

The *BOCCF* is not obliged to accept the proposal with the lowest cost.

1.7 Statement by the Coordinator

The attached Statement of Interest must be completed and attached to your proposal.

1.8 General

After the selection of proposals, the *BOCCF* is not obliged to publicize any information pertaining to the proposals.

1.9 Concerning GDPR

Please note that any personal data you provide us with and/or obtained by us via this form will be processed in accordance with the terms of our Privacy Policy, a copy of which can be found at <https://boccf.org/el-GR/about/cookie-policy/>.

1.10 PRIVACY NOTICE FOR CANDIDATES

The Bank of Cyprus Cultural Foundation (hereinafter referred to as "the Organisation") is a "*data controller*." This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with the Organisation. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the local data protection legislation as this may be amended from time to time and the General Data Protection Regulation ((EU) 2016/679) (GDPR) of 27 April 2016 (hereinafter "the applicable legislation").

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.



THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

The information you have provided to us in your curriculum vitae and covering letter.

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, etc.
- Any information you provide to us during an interview.
- Any information obtained during an assessment.
- We may also collect, store and use the following “special categories” of more sensitive personal information such as information about your health, including any medical condition, health and sickness records. To eliminate any doubt, the Organisation pledges to always disclose the purposes for which it wishes to use such sensitive information when this information is collected and, if needed, to receive your consent at the time in question. In all cases you will be able to withdraw your consent at any time.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Your named referees.
- Employment agencies

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role for which you apply.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

If you fail to provide information when requested, which is necessary for us to consider your application, we may not be able to process your application successfully.

AUTOMATED DECISION-MAKING, INCLUDING PROFILE-MAKING

Generally we do not take decisions based exclusively on automated decision-making. If we do use such an automated process in certain cases, we shall inform you accordingly.



DATA SHARING

We may share your personal information with third parties only for the purposes of processing your application. As regards all third-parties which may receive any personal data, we ensure that they take all reasonable steps and actions to establish whether their employees and/or representatives will execute their obligation in accordance with the highest standards and in compliance with and in line with our policies as well as all local laws and regulations for the protection of personal data (as amended from time to time) and the GDPR and any applicable legislation.

DATA RETENTION

We will retain your personal information for a period of up to 1 year after we have communicated to you our decision about whether to appoint you to an available role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and/or applicable laws and regulations.

If you want us to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTIONS

The following are rights you possess in accordance with the existing legislation:

- Request access to your personal information.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information/right to oblivion
- Object to the processing of your personal information, unless where there exist compelling and legitimate grounds to process such information and which we are obliged to comply with.
- Request the restriction of processing of your personal information.
- Request the transfer of your personal information to you or a third party.
- Withdraw any consent provided.

RESPONSIBLE OFFICER

We have appointed a responsible officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the responsible officer at info@cultural.bankofcyprus.com. You also have the right to make a complaint at any time to the supervisory authority for data protection issues.



2. STATEMENT BY THE PROJECT COORDINATOR

Having examined the General Instructions to **interested** parties, included in the OPEN CALL / THE ROOF documents, and having received all necessary information about the proposal, the undersigned propose to take on the execution of the project, if it is indeed assigned to us, in accordance with the aforementioned terms and documents, and with the obligations, commitments and prices submitted in our proposal. We also agree that until the official terms and conditions of the agreement are prepared, the present proposal together with our acceptance in writing will serve as a contract between us.

Date

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Signature/Name and Surname of Coordinator of Artistic Team

Address:

Phone:

Fax:

Email address: